

6 Creating Tables

LESSON SKILL MATRIX

Skill	Exam Objective	Objective Number
Creating a Table	Use the Insert Table dialog box.	2.5.1
	Use Draw Table.	2.5.2
	Insert a Quick Table.	2.5.3
	Convert text to a table.	2.5.4
Formatting a Table	Use a table to control page layout.	2.5.5
Managing Tables	Sort content.	2.6.1
	Add a row to a table.	2.6.2
	Add a column to a table.	2.6.3
	Manipulate rows.	2.6.4
	Manipulate columns.	2.6.5
	Define the header row.	2.6.6
	Convert tables to text.	2.6.7
	View gridlines.	2.6.8

KEY TERMS

- ascending
- cells
- descending
- header row
- merge cells
- Quick Tables
- sort
- split cells
- tables



Karen Archer is an executive recruiter. Many large companies hire her to find professional talent to fill communications and marketing executive positions within their firms. You were recently hired as her assistant, and although the business is small, you are expected to display a high degree of professionalism, confidentiality, and integrity. Because it is a small business, you are asked to perform many different duties. One of your main duties is to assist Ms. Archer with the constant updating of tables that contain data related to current clients, potential clients, and potential candidates for placement. Microsoft Word's table tools can help you successfully manage this information. In this lesson, you will learn to format lists as well as create, format, and manage tables.

CREATING A TABLE

A **table**, such as the one shown in Figure 6-1, is an arrangement of data made up of horizontal rows and vertical columns. **Cells** are the rectangles that are formed when rows and columns intersect. Tables are ideal for organizing information in an orderly manner. Calendars, invoices, and contact lists are all examples of tables that you see and use every day. Word provides several options for creating tables, including the dragging method, the Insert Table dialog box, table drawing tools, and the Quick Table method.

Figure 6-1

A table created in Word

Columns are vertically aligned.

The cell connects at the column and row.

End of row marker

End of cell marker. Use Show/Hide to display.

Rows are horizontally aligned.

NOVEMBER						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Inserting a Table by Dragging

In this exercise, you learn how easily and quickly you can create a table from the Table menu by dragging the mouse pointer to specify the number of rows and columns. Using this method, you can create a new empty table with up to eight rows and ten columns.

STEP BY STEP

Insert a Table by Dragging

GET READY. Before you begin these steps, **LAUNCH** Microsoft Word and **OPEN** a new blank Word document.

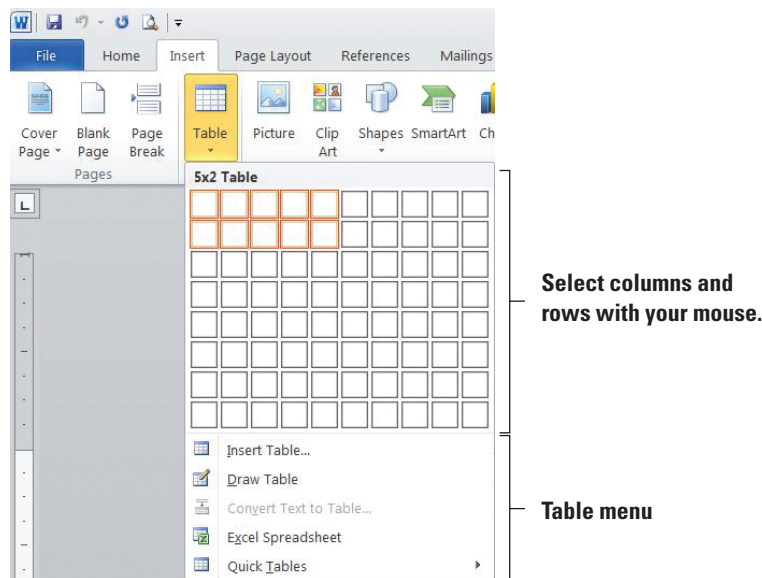
1. On the Insert tab, in the Tables group, click the **Table** button. The Insert Table menu appears.
2. Point to the cell in the fifth column, second row. The menu title should read **5×2 Table**, as shown in Figure 6-2. Click the mouse button to create the table.



WileyPLUS Extra! features an online tutorial of this task.

Figure 6-2

Insert Table menu



3. Click below the table and press **Enter** twice to insert a blank line.

4. **SAVE** the document as **tables** in the lesson folder on your USB flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Using the Insert Table Dialog Box

The Insert Table dialog box lets you create large tables by specifying up to 63 columns and thousands of rows. In this exercise, you use the Insert Table dialog box to insert a table with nine columns and three rows. Note that in the Insert Table dialog box, you can click the up and down arrows or key in the number of columns and rows needed in a table.

STEP BY STEP

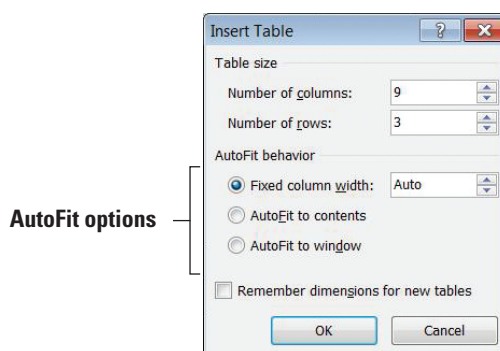
Use the Insert Table Dialog Box

USE the document that is open from the previous exercise.

1. On the Insert tab, in the Tables group, click the **Table** button. Select **Insert Table** from the menu. The Insert Table dialog box appears.
2. In the Number of columns box, click the **up arrow** until **9** is displayed.
3. In the Number of rows box, click the **up arrow** until **3** is displayed, as shown in Figure 6-3.

Figure 6-3

Insert Table dialog box



**CERTIFICATION
READY? 2.5.1**

How do you create a table using the Insert Table dialog box?

4. Click **OK** to insert the table. You inserted a new table with 9 columns and 3 rows.

5. Click below the table and press **Enter** twice to insert a blank line.

6. **SAVE** the document in the lesson folder on your USB flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Drawing a Table

Word provides the option to draw complex tables using the Draw Table command, which lets you draw a table as you would with a pencil and piece of paper. The Draw Table command transforms the mouse pointer into a pencil tool, which you can use to draw the outline of the table, then draw rows and columns exactly where you need them. In this exercise, you use the Draw Table command from the Table menu.

STEP BY STEP

Draw a Table

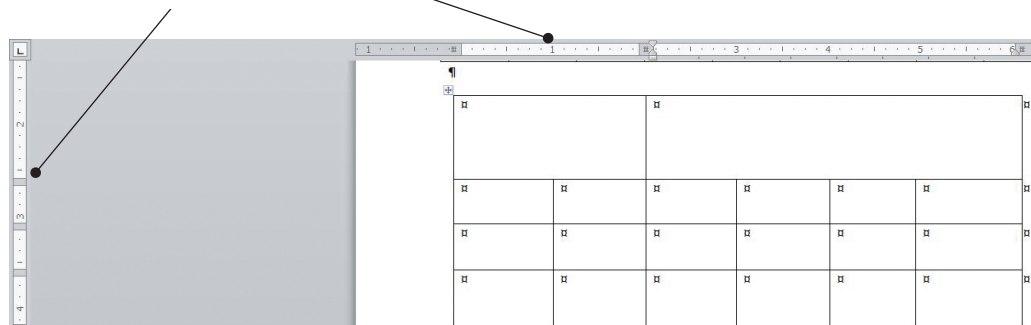
USE the document that is open from the previous exercise.

1. On the View tab, in the Show group, click the **check box** to display the Ruler.
2. On the Insert tab, in the Tables group, click the **Table** button. Select **Draw Table** from the menu. The pointer becomes a pencil tool.
3. To begin drawing the table shown in Figure 6-4, click at the blinking insertion point and drag down and to the right until you draw a rectangle that is approximately **3 inches high** and **6 inches wide**.

Figure 6-4

Drawing a table

Use the horizontal and vertical rulers as a guide to draw a table.



4. Starting at about 0.5 inch down from the top, click and drag the pencil from the left border to the right border to draw a horizontal line.
5. Draw two more horizontal lines about 0.5 inch apart.
6. Starting at about 1 inch from the left side, click and drag the pencil from the first line you drew to the bottom to create a column.
7. Move over about 1 inch and draw a line from the top of the table to the bottom. If you drew a line in the wrong position, click the Eraser on the Draw Borders group and begin again.
8. Draw three more vertical lines about 1 inch apart from the first horizontal line to the bottom of the table to create a total of six columns. Your table should look similar to Figure 6-4. Click the **Draw Table** button on Draw Borders to turn the pencil tool off.
9. Click below the table and press **Enter** twice to create a blank line. If necessary, place your insertion point outside of the last cell, and then press **Enter**.
10. **SAVE** the document in the lesson folder on your USB flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

**CERTIFICATION
READY? 2.5.2**

How do you draw a table?

Take Note

You have now seen three ways to insert a blank table. Text separated by commas, tabs, paragraphs, or another character can also be converted to a table with the Convert Text to Table command on the Table menu.



Troubleshooting

When drawing tables with the pencil tool, note that this tool will draw squares and rectangles as well as lines. If you are trying to draw a straight line and you move the pencil off your straight path, Word may think you are trying to draw a rectangle and insert one for you. If this happens, just click the Undo button on the Quick Access Toolbar and try again. It might take a bit of practice to master the difference between drawing straight lines and drawing rectangles.

Inserting a Quick Table

Quick Tables are built-in preformatted tables, such as calendars and tabular lists to insert and use in your documents. Word provides a variety of Quick Tables that you can insert into your documents. In this exercise, you will insert a Quick Table calendar into a document. The Quick Table calendar can be edited to reflect the current month and year.

STEP BY STEP

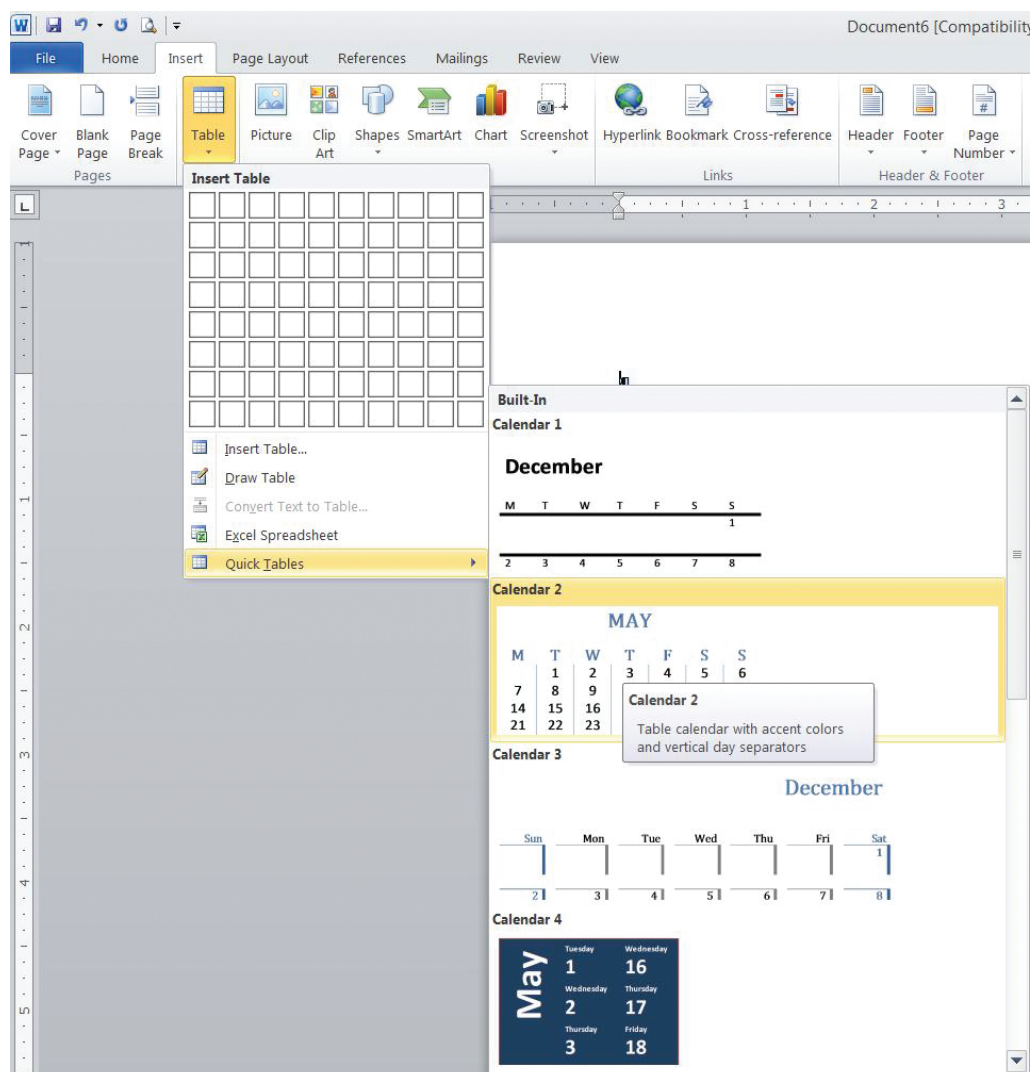
Insert a Quick Table

USE the document that is open from the previous exercise.

1. On the Insert tab, in the Tables group, click the **Table** button. Select **Quick Tables** from the menu. A gallery of built-in Quick Tables appears, as shown in Figure 6-5.

Figure 6-5

Built-In Quick Table gallery



**CERTIFICATION
READY? 2.5.3**

How do you insert a
Quick Table?

Take Note

2. Select **Calendar 2**. The data in the calendar can be edited to display the current month and year.
 3. **SAVE** the document in the lesson folder on your USB flash drive, then **CLOSE** the file.
- PAUSE. LEAVE** Word open to use in the next exercise.

A table can be moved to a new page or a new document by clicking the move handle to select the table and then using the Cut and Paste commands. You can also use the Copy command to leave a copy of the table in the original location.

SOFTWARE ORIENTATION

Design Tab on the Table Tools Ribbon

After inserting a table, Word displays Table Tools in the Ribbon, as shown in Figure 6-6. It is important to become familiar with the commands available in the Design tab under Table Tools. Use this figure as a reference throughout this lesson as well as the rest of this book.

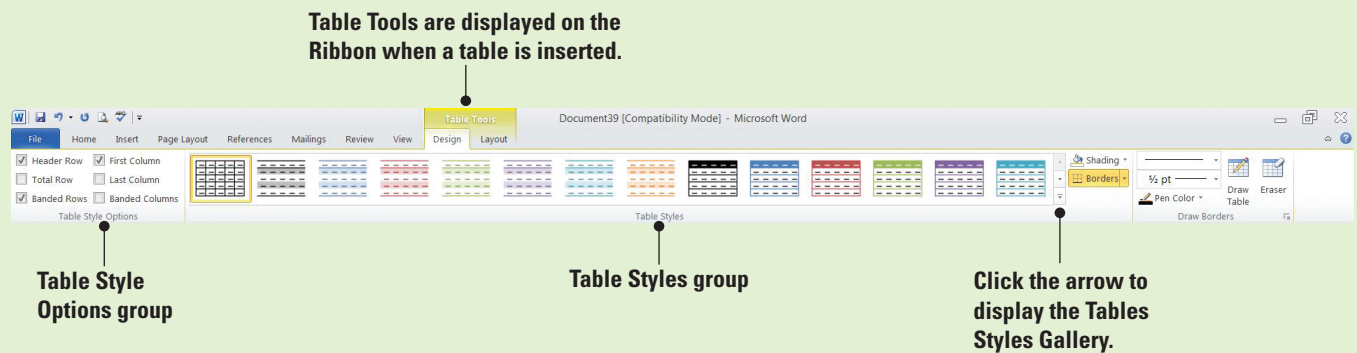


Figure 6-6

Design Tab on the Table
Tools Ribbon

FORMATTING A TABLE

The Bottom Line

Once a table has been inserted into a document, a preformatted style can be applied using Quick Styles from the Table Styles and Table Style Options groups. Quick Styles add a professional appearance to the tables in your documents.

Applying a Quick Style to a Table


With Quick Styles, it is easy to quickly change a table's formatting. You can apply styles to tables in much the same way you learned to apply styles to text in previous lessons, by positioning the insertion point in the table before selecting a style from the Quick Styles gallery. You can preview the style before applying it and change the style as many times as needed. You can modify an existing Table Style or create a New Table Style and add it to the gallery, then modify or delete it, as appropriate. In this exercise, you apply a Quick Style to a table in your Word document.

STEP BY STEP

Apply a Quick Style to a Table

OPEN *clients* from the data files for this lesson.

1. The insertion point is positioned in the table.
2. On the Design tab, in the Table Styles group, click the **More** button to view a gallery of Quick Styles.
3. Scroll through the available styles. Notice that as you point to a style, Word displays a live preview, showing you what your table will look like if you choose that style.

 The *clients* file for this lesson is available on the book companion website or in WileyPLUS.

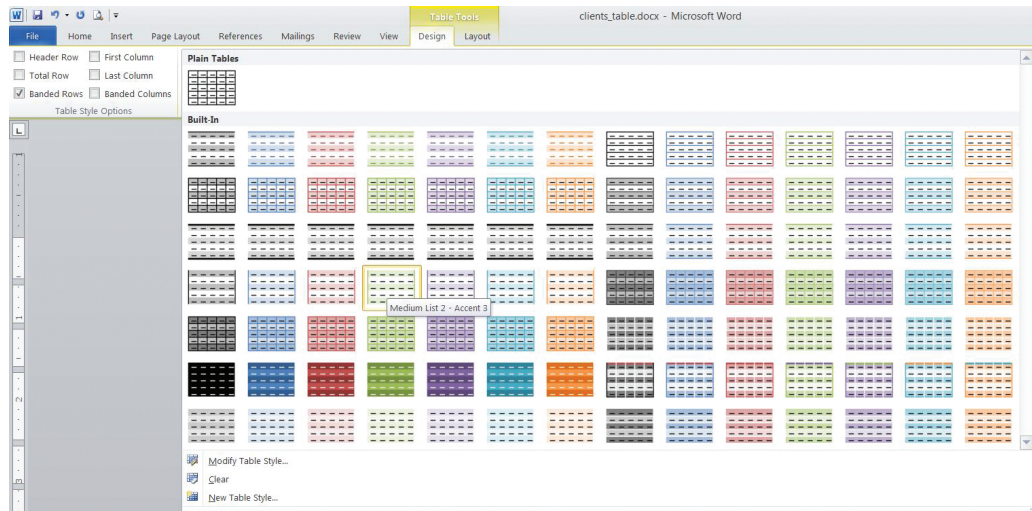
4. Scroll down to the fourth row under the Built-in section and select the fourth style over in the row, the **Medium List 2 – Accent 3** style, as shown in Figure 6-7.

Figure 6-7

Quick Style gallery



WileyPLUS Extra! features an online tutorial of this task.



5. **SAVE** the document as **clients_table** in the lesson folder on your USB flash drive.
- PAUSE. LEAVE** the document open to use in the next exercise.

Turning Table Style Options On or Off

Table Style Options enable you to change the appearance of the Quick Styles you apply to your tables. Table Style Options, which are linked to the Table Style you have selected, apply globally throughout the table. For example, if you select the Banded Columns option, all even-numbered columns in the table will be formatted differently than the odd-numbered columns. In this exercise, you learn to turn Table Style Options on or off by clicking each option's check box.

Table Style Options include the following:

- **Header Row:** Formats the top row of the table
- **Total Row:** Formats the last row, which usually contains column totals
- **Banded Rows:** Formats even rows differently than odd rows
- **First Column:** Formats the first column of the table
- **Last Column:** Formats the last column of the table
- **Banded Columns:** Formats even columns differently than odd columns

STEP BY STEP

Turn Table Style Options On or Off

USE the document that is open from the previous exercise.

1. The insertion point should still be in the table. If you click outside the table, the Design and Layout tabs will not be available.
2. On the Design tab, in the Table Style Options group, click the **First Column** check box. Notice that the format of the first column of the table changes, as do the Table Styles in the Quick Style gallery.
3. Click the **Banded Rows** check box to turn the option off. Color is removed from the rows.
4. Click the **Banded Rows** check box to turn it on again. Color is reapplied to every other row.
5. **SAVE** the document in the lesson folder on your USB flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

SOFTWARE ORIENTATION

Layout Tab on the Table Tools Ribbon

When you are working with tables, Word displays a new contextual Table Tools ribbon that is only visible when a table is in use. The Table Tools Ribbon has two tabs: the Design tab and the Layout tab. The Layout tab, as shown in Figure 6-8, includes commands for changing the entire format of a table as well as commands for changing the appearance of individual table components, such as cells, columns, and rows. Use this figure as a reference throughout this lesson as well as the rest of this book.

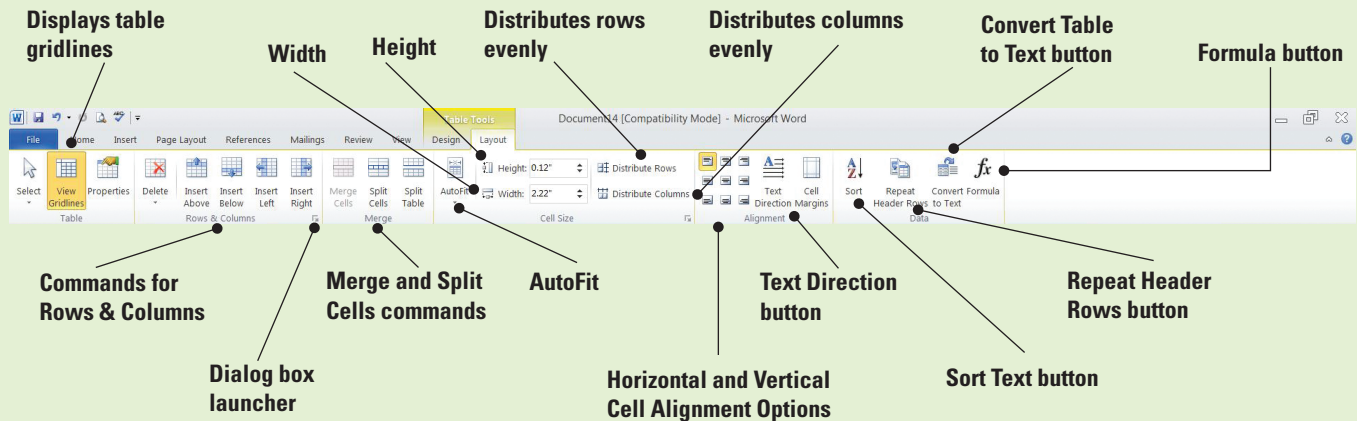


Figure 6-8

Layout Tab on the Table Tools Ribbon

MANAGING TABLES

The Bottom Line

As with any document that you edit, some adjustments are always necessary when you work with tables. After you create a table, you can resize and move its columns; insert columns and rows; change the alignment or direction of its text; set the header row to repeat on several pages; organize data through sorting by text, number, or date; convert text and tables; merge and split cells; and work with the table's properties. Word's gridlines make all such edits easier.

Resizing a Row or Column

Word offers a number of tools for resizing rows or columns. You can resize a column or row a couple of ways using the mouse. You can use commands in the Cell Size group on the Layout tab to adjust height and width, and Word's AutoFit command enables you to adjust column width to fit the size of table contents, the window, or to fit all content to a fixed column width. In addition, the Table Properties dialog box allows you to set the measurements at a precise height for rows or ideal width columns, cells, and tables. In this exercise, you practice using these techniques to resize rows and columns in a Word table.

STEP BY STEP

Resize a Row or Column

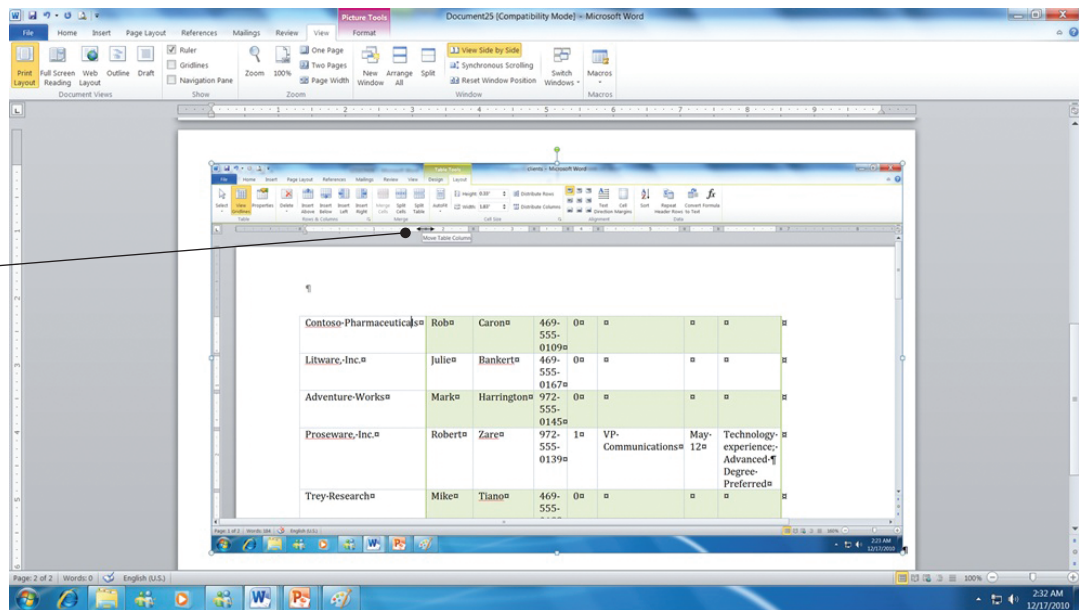
USE the document that is open from the previous exercise.

1. On the Layout tab, in the Table group, click the **View Gridlines** button to display gridlines and enable more precise editing.
2. Click in the first column and position the mouse pointer over the horizontal ruler on the first column marker. The pointer changes to a double-headed arrow along with the ScreenTip *Move Table Column*, as shown in Figure 6-9.

Figure 6-9

Horizontal Ruler on the first column marker

Column marker on ruler. Columns can be adjusted manually by dragging.



CERTIFICATION READY? 2.6.8

How do you view gridlines?

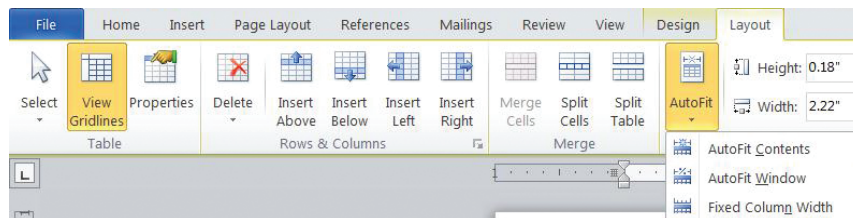
CERTIFICATION READY? 2.6.4

How do you resize a row?

- Click and drag the border to the right until the contents in the cell extend in a single line along the top of the cell.
- On the Layout tab, in the Cell Size group, click the **AutoFit** button to open the drop-down menu, as shown in Figure 6-10. On the drop-down menu, click **AutoFit Contents**. Each column width changes to fit the data in the column.

Figure 6-10

AutoFit button and menu



Another Way

Position the pointer outside the table, above the column containing the phone numbers. The pointer changes to a down selection arrow. Click to select the column.

CERTIFICATION READY? 2.6.5

How do you resize a column?



Another Way

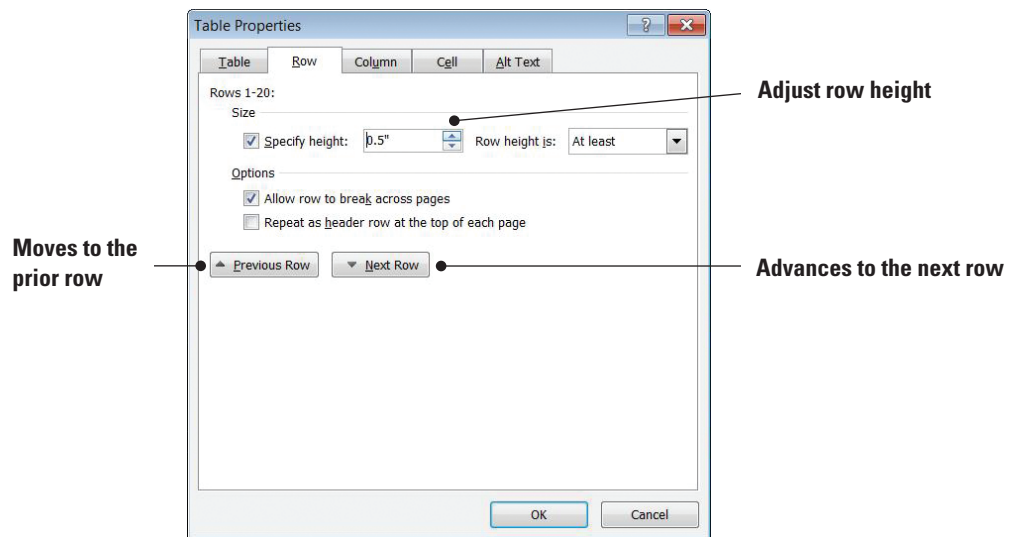
The Table Properties dialog box can be accessed from the shortcut menu by right-clicking anywhere in the table and selecting Table Properties.

- Position the insertion point in the phone number column of the table. In the Table group, of the Layout tab, click the **Select** button and choose **Select Column** from the drop-down menu.
- On the Layout tab, in the Cell Size group, click the **up arrow** in the Width box until it reads **1.1"** and the column width changes.
- Place the insertion point anywhere in the first row. In the Table group, click the **Select** button, then **Select Row** from the drop-down menu. The first row is selected.
- On the Layout tab, in the Cell Size group, click the **dialog box launcher**. The Table Properties dialog box appears.
- Click the **Row** tab in the dialog box. Click the **Specify height** check box. In the Height box, click the **up arrow** until the box reads **0.5"**, as shown in Figure 6-11.
- Click the **Next Row** button to apply your changes to the row that follows the selected row in the table. Notice the selection moves down one row. Click **OK**.
- Click in any cell to remove the selection.
- SAVE** the document as **clients_table1** in the lesson folder on your USB flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Figure 6-11

Table Properties dialog box



Moving a Row or Column

When working with tables, it is important to know how to rearrange columns and rows to better display your data. By selecting the entire column or row, drag and drop is used for moving data to a new area in the table. The mouse pointer changes and resembles an empty rectangle underneath with dotted lines. In this lesson, you practice moving text from rows and columns.



Ref

The Cut and Paste commands were covered Lesson 2.

STEP BY STEP

Move a Row or Column

USE the document that is open from the previous exercise.

**CERTIFICATION
READY?** 2.6.4

How do you move
a row?

**CERTIFICATION
READY?** 2.6.5

How do you move
a column?

NEW
to Office 2010

1. In the table, select the fourth row of data, which contains the information for Proseware, Inc. In the Table group, click the **Select** button, then **Select Row** from the drop-down menu.
2. The insertion point is positioned on the selected row, hold down the mouse button. Notice the mouse pointer changes to a move pointer with a dotted insertion point.
3. Drag the dotted insertion point down and position it before the *W* in *Wingtip Toys*. Release the mouse button and click in the table to deselect. The row is moved to the position above the Wingtip Toys row.
4. Place the insertion point in the second column of the table, which contains first names. Click the **Select** button, in the Table group, then **Select Column** from the drop-down menu.
5. Position the pointer inside the selected cells and right-click to display the shortcut menu. Select **Cut** to delete that column of text and move the remaining columns to the left.
6. Place the insertion point on the phone numbers column.
7. Right-click to display the shortcut menu, then under the Paste Options section, click **Insert as New Column**. A new Paste Options menu is displayed with the options Insert as New Column, Nest Table, Insert as New Row, and Keep Text Only. Selecting the first option to **Insert as New Column**; the first name column is pasted to the left of the phone number column. Click anywhere in the table to deselect.
8. **SAVE** the document as *clients_table2* in the lesson folder on your USB flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Take Note

Instead of using the shortcut menu, you can also use the Cut and Paste commands in the Clipboard group on the Home tab to cut and move rows and columns.

Setting a Table's Horizontal Alignment

The horizontal alignment for a table can be set to the left or right margins or centered. Tables inserted into a report should align with the document to maintain the flow of the report. In this exercise, you will practice using the Table Properties dialog box to set a table's horizontal alignment.

STEP BY STEP

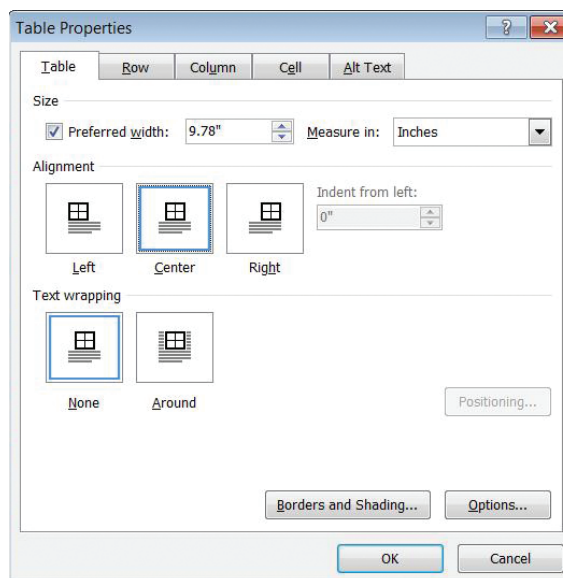
Set a Table's Horizontal Alignment

USE the document that is open from the previous exercise.

1. Position the insertion point anywhere inside the table. On the Layout tab, in the Table group, click the **Select** button, then **Select Table**.
2. On the Layout tab, in the Table group, click the **Properties** button. The Table Properties dialog box appears.
3. Click the **Table** tab, if necessary. In the Alignment section, click **Center**, as shown in Figure 6-12.

Figure 6-12

Table Properties dialog box



**CERTIFICATION
READY? 2.5.5**

How do you set a table's alignment?

4. Click **OK**. The table is centered horizontally on the page. Click anywhere within the table to deselect.

5. **SAVE** the document on your USB flash drive in the lesson folder.

PAUSE. Leave the document open to use in the next exercise.

Creating a Header Row

A **header row** is the first row of the table that is formatted differently and should be repeated for tables that extend beyond one page. When you specify a header row in the Table Style Options group, the row is distinguished from the entire table. Column headings are usually placed in the header row. In this exercise, you will practice repeating heading rows for lengthy tables.

STEP BY STEP

Create a Header Row

USE the document that is open from the previous exercise.

1. Place the insertion point on the first row of the table.
2. On the Layout tab, in the Rows & Columns group, click **Insert Above**. A new blank row is inserted.



- On the Design tab, in the Table Style Options group, click the **Header Row** check box to apply a distinctive format to the header row.
- Key headings in each cell within the first row of the table, as shown in Figure 6-13.

Figure 6-13

Header row

Company Name	Contact Person	Phone Number	Number of Current Open Positions	Position Title	Date Posted	Notes
Contoso Pharmaceuticals	Caron	Rob	469-555-0109	0		
Litware, Inc.	Bankert	Julie	469-555-0167	0		

CERTIFICATION READY? 2.6.2

How do you insert a row in a table?

CERTIFICATION READY? 2.6.6

How do you define a header row?

Take Note

- Select the first row of the table. On the Table group of the Layout tab, click the **Select** button and **Select Row**.
 - On the Home tab, in the Font group, click the **Bold** **B** button. The header rows are bolded.
 - On the Layout tab, in the Data group, click the **Repeat Header Rows** button. Scroll down and view the headings on the second page. Click anywhere in the table to deselect.
 - SAVE** the document as **clients_table3** in the lesson folder on your USB flash drive.
- PAUSE. LEAVE** the document open to use in the next exercise.

Repeating rows are only visible in Print Layout view or on a printed document.

Sorting a Table's Contents

To **sort** data means to arrange it alphabetically, numerically, or chronologically. Sorting displays data in order so that it can be immediately located. Text, numbers, or dates can be sorted in ascending or descending order. **Ascending** order sorts text from beginning to end, such as from A to Z, 1 to 10, and January to December. **Descending** order sorts text from the end to the beginning, such as from Z to A, 10 to 1, and December to January. In this exercise, you practice sorting data in a Word table using the Sort dialog box, which you access through the Sort command on the Layout tab in the Data group.

Take Note

You can sort up to three columns of data in the Sort dialog box. Before beginning the sort process, you must select the column (or columns) to be sorted.

STEP BY STEP

Sort a Table's Contents

USE the document that is open from the previous exercise.

- Place the insertion point on the first column to select the **Company Name** column. On the Table group of the Layout tab, click the **Select** button and **Select Column**.
- On the Layout tab, in the Data group, click the **Sort** button. The Sort dialog box appears, as shown in Figure 6-14. The Company Name data is listed in the Sort By text box, with Ascending Order selected by default.

Figure 6-14

Sort dialog box

Identifies the order in which to sort your list

If your table has headings, select Header row.

Identify data as text, numbers, or dates for easier sorting.

Ascending order sorts from A to Z.

Descending order sorts from Z to A.

**CERTIFICATION
READY? 2.6.1**

How do you sort a
table's contents?

3. Click **OK**. Note that the table now appears sorted in ascending alphabetical order by company name.

4. **SAVE** the document as **clients_table4** in the lesson folder on your USB flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Merging and Splitting Table Cells

The ability to merge and split table cells provides flexibility in customizing tables. To **merge cells** means to combine two or more cells into one. Merging cells is useful for headings that extend over several columns. To **split cells** means to divide one cell into two or more cells. Cells may be split when more than one type of data needs to be placed in one cell. The Split Cells dialog box enables you to split a cell into columns or rows. In this lesson, you practice using commands in the Merge group on the Layout tab to merge and split cells.

STEP BY STEP

Merge and Split Table Cells

USE the document that is open from the previous exercise.

**CERTIFICATION
READY? 2.6.4**

How do you merge
rows?

1. Position the insertion point on the header row located on page 1. Select the cell that contains the Contact Person heading and the empty cell to the right of it.
2. On the Layout tab, in the Merge group, click the **Merge Cells** button. The selected columns merge into one cell.
3. In the Position Title column, on the Lucerne Publishing row, select the cell that contains the text Director Marketing VP Public Relations.
4. On the Layout tab, in the Merge group, click the **Split Cells** button.
5. Click **OK** to accept the settings as they are. A new column is inserted within the cell, as shown in Figure 6-15.

Company Name	Contact Person	Phone Number	Number of Current Open Positions	Position Title	Date Posted	Notes
A. Dutton Corporation	Huff, Arlene	469-555-0173	1	VP-Marketing	May-29	
Adventure Works	Harrington, Mark	572-555-0145	0			
Baldwin Museum of Science	Delmarco, Stefan	572-555-0189	0			
CityPower & Light	Coleman, Pat	572-555-0191	0			
Consolidated Messengers	Dickson, Holly	469-555-0123	1	Dir-Corp-Communications	June-6	
Coopers Pharmaceuticals	Caron, Rob	469-555-0109	0			
Fabrikam, Inc.	Fram, John	572-555-0154	0			
Fourth Coffee	Young, Joe	572-555-0177	1	VP-Marketing and Public Relations	April-20	Stock options
Hunongous Insurance	Martin, Mindy	469-555-0145	1	Dir-External Communications	April-30	
Litware, Inc.	Bankert, Julie	469-555-0167	0			
Lucerne Publishing	Clark, Brian	469-555-0178	2	Director Marketing VP Public Relations	April-15	Relocation package
Northwind Traders	Hill, Annette	572-555-0129	0			
Proseware, Inc.	Zane, Roberto	572-555-0139	1	VP-Communications	May-12	Technology experience; Advanced Degree; Preferred
Southridge Medical	Waters, Tawon	469-555-0158	0			

Figure 6-15

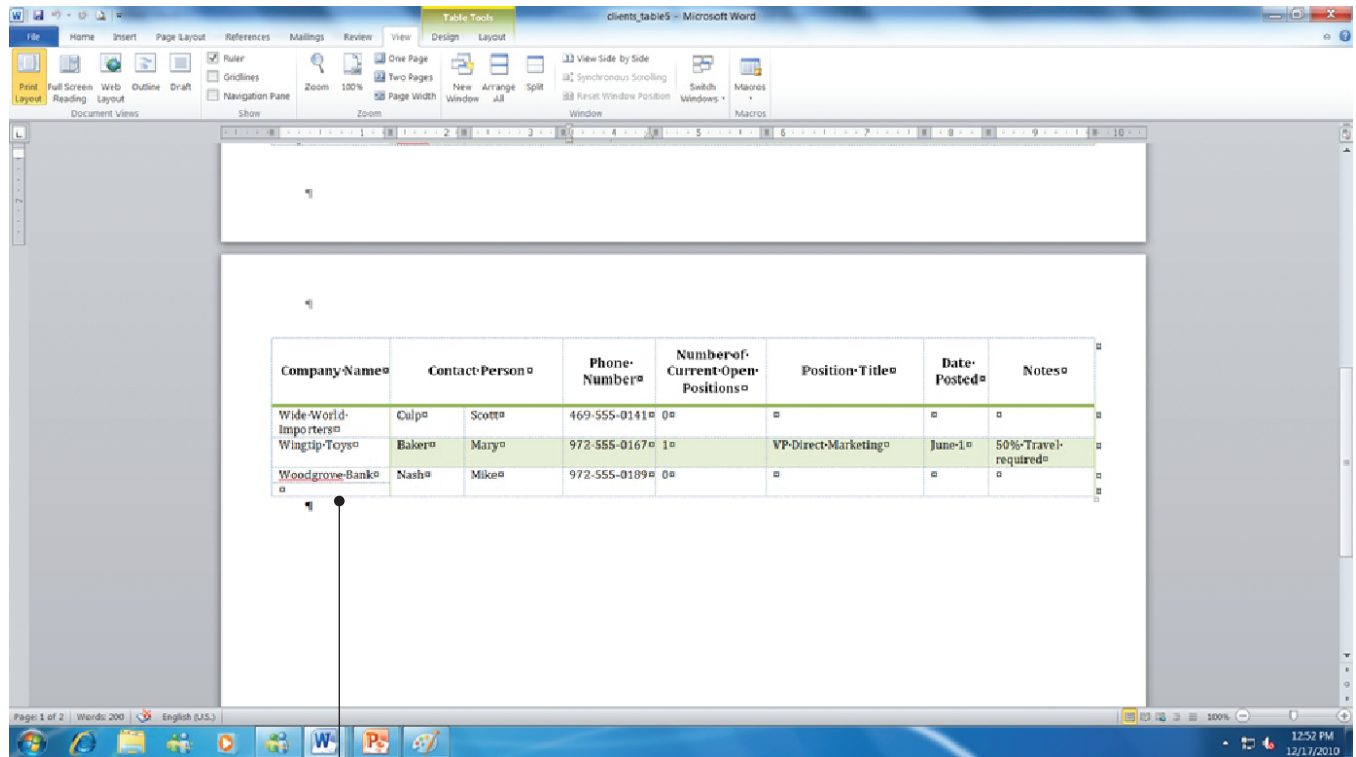
Cell split into two columns

One cell is split into
two columns.

CERTIFICATION READY? 2.6.5

How do you merge columns?

6. Select the text **VP Public Relations** and drag and drop text to the new column.
7. In the Company Name column, select the Woodgrove Bank cell.
8. Click the **Split Cells** button. The default setting for the Number of columns is 2, while the Number of rows is 1. The Merge cells before split check box is checked.
9. Change the Number of columns settings to **1** and the Number of rows setting to **2** to split the cell into a single column containing two rows, as shown in Figure 6-16.



One cell is split into two rows.

Figure 6-16

Cell split into two rows

CERTIFICATION READY? 2.6.4

How do you split cells by rows?

10. Select the split cell and merge. Place the insertion point in front of *Woodgrove Bank*. Press and hold the mouse button to select the two rows within the column. On the Merge group, click the **Merge Cells** button. The cell is now a single row.
 11. Click the **Undo** button.
 12. **SAVE** the document as *clients_table5* in the lesson folder on your USB flash drive.
- PAUSE. LEAVE** the document open to use in the next exercise.

CERTIFICATION READY? 2.6.5

How do you split cells by columns?



Another Way


You can access the Merge Cells command on the shortcut menu. The Merge Cells command is visible only when you have multiple cells selected in a table.

Changing the Position of Text in a Cell

Word provides you with nine options for aligning text in a cell. These options enable you to control the horizontal and vertical alignment of cell text, such as Top Left, Top Center, and Top Right. To change cell text alignment, select the cell or cells you want to align and click one of the nine alignment buttons in the Alignment group on the Layout tab. In this lesson, you practice changing the text alignment within a cell.

STEP BY STEP**Change the Position of Text in a Cell**

USE the document that is open from the previous exercise.

1. Select the table's header's row, with the headings on page 1. On the Layout tab in the Table group, click the **Select** button, then click **Select Row**.
2. In the Alignment group, click the **Align Center**  button. The header row is centered horizontally and vertically within the cell.
3. **SAVE** the document in the lesson folder on your USB flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Changing the Direction of Text in a Cell

Rotating text in a cell provides additional options for creating interesting and effective tables. Changing the direction of text in a heading can be especially helpful. To change the direction of text in a cell, click the button three times to cycle through the three available directions. In this exercise, you practice changing the direction of text in a cell.

STEP BY STEP**Change the Direction of Text in a Cell**

USE the document that is open from the previous exercise.

1. Select the cell that contains the Company Name heading.
2. On the Layout tab, in the Alignment group, click the **Text Direction** button three times to rotate the text direction to align to the right cell border, the left cell border, and then back to the top cell border. As you click the Text Direction button, the button face rotates to match the rotation of the text direction in the selected cell.
3. **SAVE** the document in the lesson folder on your USB flash drive.

PAUSE. LEAVE Word open to use in the next exercise.

Converting Text to Table or Table to Text

Text separated by a paragraph mark, tab, comma, or other character can be converted from text to a table or from a table to text. To convert text to a table, first select the text, then click the Insert tab button, then click the Table button, and finally select Convert Text to Table. The Convert Text to Table dialog box will appear, and Word will determine the number of columns needed. In this exercise, you practice using this technique to convert Word text into a table.

STEP BY STEP**Convert Text to Table or Table to Text**

OPEN the *part_numbers* document in your lesson folder.

1. Select the whole document.
2. On the Insert tab, on the Table group, click the **Table** button. The Table menu appears.
3. Click **Convert Text to Table**. The Convert Text to Table dialog box opens. Word recognizes the number columns and rows and places the number 10 in the Number of rows box—notice that it is shaded gray, making it unavailable to change. (See Figure 6-17.) Keep the default settings.
4. Click **OK**. The selected text was separated by paragraph marks and by selecting the default of **one column**, Word converts the text to a table, as shown in Figure 6-18.
5. **SAVE** the document as *part_numbers_table* in the lesson folder on your USB flash drive.
6. Position the insertion point anywhere in the table and click the **Layout** tab.
7. In the Table group, click the **Select** button, then click **Select Table** to select the entire table.



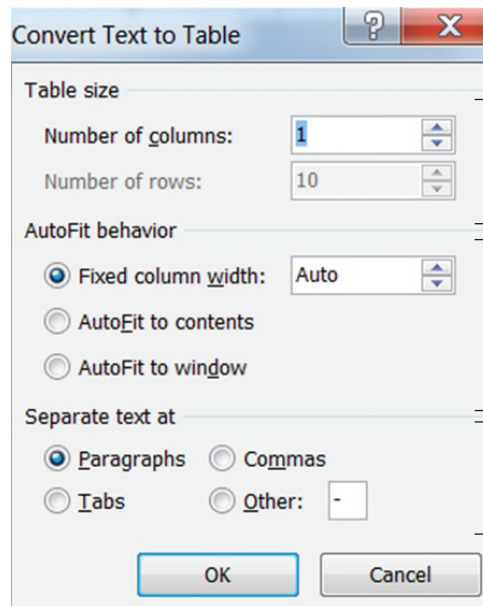
The *part_numbers* file for this lesson is available on the book companion website or in WileyPLUS.

**CERTIFICATION
READY? 2.5.4**

How do you convert text to a table?

Figure 6-17

Convert Text to Table
dialog box



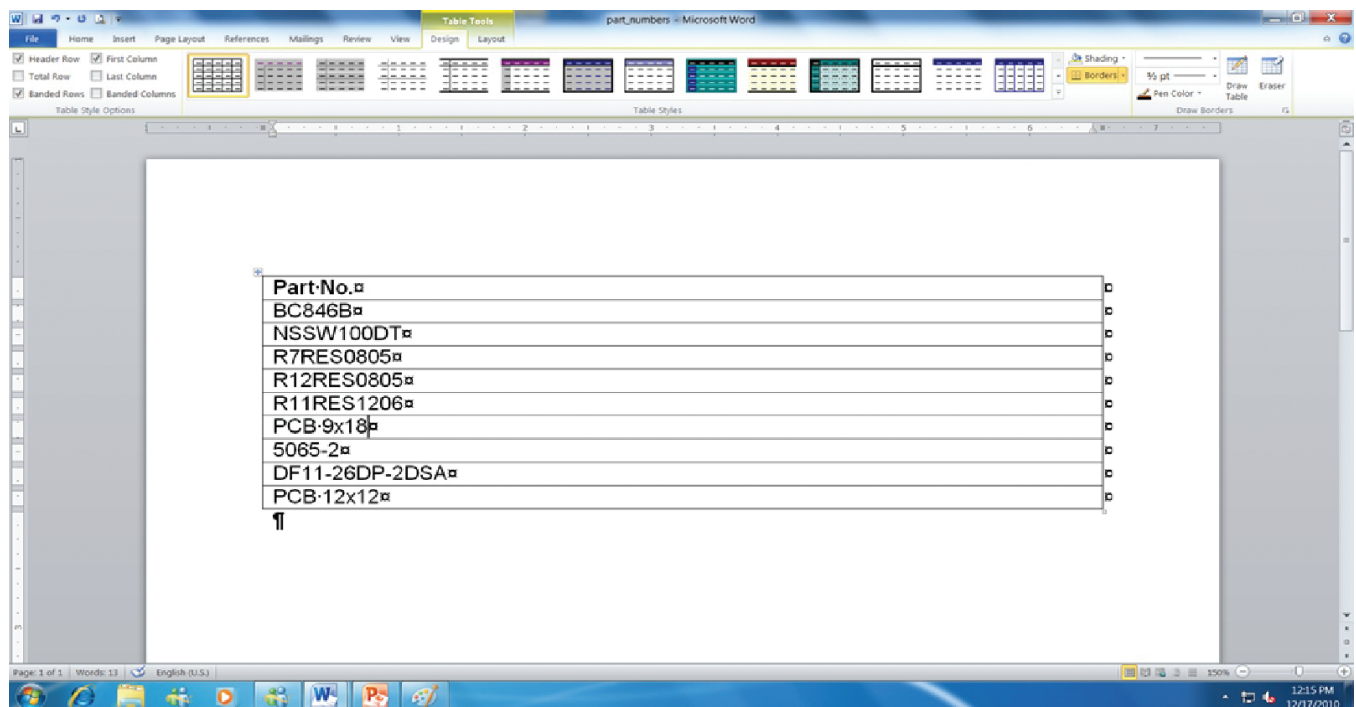
The dialog box 'Convert Text to Table' has the following settings:

- Table size:** Number of columns: 1, Number of rows: 10.
- AutoFit behavior:** Fixed column width (selected), Auto, AutoFit to contents, AutoFit to window.
- Separate text at:** Paragraphs (selected), Commas, Tabs, Other: -.
- Buttons: OK, Cancel.

The current number of columns and rows will be filled in automatically.

The AutoFit behavior default is set to Fixed column width.

Identifies the character that will separate your cells of data

**Figure 6-18**

Document converted from text
to a table

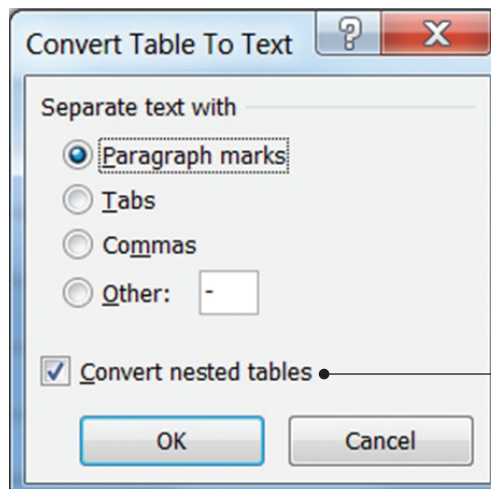
8. In the Data group, click **Convert Table to Text**. The Convert Table to Text dialog box opens. The default setting in the Convert Table to Text dialog box is Paragraph marks. A table can be converted to text and separated by paragraph marks, tabs, commas, and other characters (see Figure 6-19).

**CERTIFICATION
READY? 2.6.7**

How do you convert a
table to text?

Figure 6-19

Convert Table to Text
dialog box



A nested table, which is a table within a table, can be converted.

9. Click **OK**. The document is converted to text separated by paragraph marks.

10. **SAVE** the document as **part_numbers_text** in the lesson folder on your USB flash drive, then **CLOSE** the file.

PAUSE. LEAVE Word open to use in the next exercise.

Inserting and Deleting a Column or Row

The Word Layout tab in the Rows and Columns group, makes it easy to insert a row above or below a column; to the left or right; and to delete cells, columns, rows, and table. In the exercise, you learn to insert a column and row and delete a row.

STEP BY STEP

Insert and Delete a Column or Row

OPEN the **part_numbers_table** documents in your lesson folder.

CERTIFICATION READY? 2.6.2

How do you insert a row?

CERTIFICATION READY? 2.6.3

How do you insert a column?

CERTIFICATION READY? 2.6.4

How do you delete a row?

CERTIFICATION READY? 2.6.5

How do you delete a
column?

1. Place the insertion point on the fourth row.
2. On the Layout tab, in the Rows & Columns group, click the **Insert Above** button; a blank row is inserted above the fourth row.
3. The blank row is selected. Click the **Delete** button in the Rows & Columns group, then click **Delete Row** from the drop-down menu. The blank row is deleted from the table.
4. In the Cell Size group, click the **AutoFit** button, then select **AutoFit Contents**. The data in the table automatically resizes to fit in the column width.
5. Place your insertion point anywhere in the table, and in the Row & Columns group, click **Insert Right**. A new column is inserted to the right.
6. On the Rows & Columns group, click the **Delete** button, then click **Delete Column**. The Delete button menu allows you to delete cells, rows, and the entire table.
7. **SAVE** the document in the lesson folder on your USB flash drive, then **CLOSE** the file.

CLOSE Word.

SKILL SUMMARY

In This Lesson, You Learned How To:	Exam Objective	Objective Number
Create a table	Use the Insert Table dialog box.	2.5.1
	Use Draw Table.	2.5.2
	Insert a Quick Table.	2.5.3
	Convert text to a table.	2.5.4
Format a table	Use a table to control page layout.	2.5.5
Manage tables	Sort content.	2.6.1
	Add a row to a table.	2.6.2
	Add a column to a table.	2.6.3
	Manipulate rows.	2.6.4
	Manipulate columns.	2.6.5
	Define the header row.	2.6.6
	Convert tables to text.	2.6.7
	View gridlines.	2.6.8

Knowledge Assessment

True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. When you know how many rows and columns you need in a table, the quickest way to create the table is by dragging over the grid in the Table menu.
- T F 2. Turning Table Style Options on or off has no effect on the Quick Styles in the Table Styles gallery.
- T F 3. When Word converts text to tables, it uses paragraph marks, tabs, and commas to determine how to organize the data within the table.
- T F 4. You can move a column or row using Cut and Paste.
- T F 5. Sorting can only sort one column of data at a time.
- T F 6. If a hyphen exists within a section of text, and you are converting that text to a table, the hyphen will create a new column.
- T F 7. Text can be aligned both horizontally and vertically in a cell.
- T F 8. Word provides four options for changing the direction of text in a cell.
- T F 9. You can sort single-level lists, such as bulleted or numbered lists.
- T F 10. The Repeat Header Rows button is used for tables that extend to multiple pages.

Multiple Choice

Select the best response for the following statements.

- 1. Using the Sort feature in a table will sort selected content in what order?
 - a. Ascending
 - b. Descending
 - c. Alphabetically order
 - d. All of the above


2. Combining two or more cells into one uses a Word feature called:
 - a. Split Cells.
 - b. Merge Cells.
 - c. Merge All Cells.
 - d. Merge Selected Cells.
3. An arrangement of data made up of horizontal rows and vertical columns is called a:
 - a. Menu.
 - b. Heading.
 - c. Table.
 - d. Merge.
4. Built-in preformatted tables that can be inserted and used in your documents are called:
 - a. Table Styles Options.
 - b. Tables.
 - c. QuickTables.
 - d. InsertTables.
5. The rectangles that are formed when rows and columns intersect are known as:
 - a. cells.
 - b. merged cells.
 - c. split cells.
 - d. tables.
6. Which sort order sorts text from the end to the beginning?
 - a. Descending.
 - b. Ascending.
 - c. Plunging.
 - d. Downward.
7. Sorted data can consist of:
 - a. text.
 - b. numbers.
 - c. dates.
 - d. All of the above
8. Which option would you choose to arrange data alphabetically, numerically, or chronologically?
 - a. Filter
 - b. Group
 - c. Sort
 - d. Category dialog box
9. When you create a table in Word, two new Ribbon tabs appear. Which of the following are in a new TableTools tab?
 - a. Page Layout
 - b. Design
 - c. Insert
 - d. Merge Cells
10. The first row of a table that is formatted differently than the rest of the table is called a:
 - a. total row.
 - b. banded column.
 - c. header column.
 - d. header row.

Competency Assessment

Project 6-1: Placements Table

Ms. Archer, the executive recruiter, asks you to start working on a placements table that will list the candidates that have been placed, the companies that hired them, and the date of hire.

GET READY. LAUNCH Word if it is not already running.

 The **placements** file for this lesson is available on the book companion website or in WileyPLUS.

1. **OPEN** **placements** from the data files for this lesson.
2. Place the insertion point in the last column. Select the last column in the table. In the Layout tab, in the Table group, click the **Select** button and **Select Columns**.
3. On the Layout tab, in the Cell Size group, click the **down arrow** in the Width box until it reads **.9"**.
4. Place the insertion point in the first column and select the first column in the table. In the Table group, click the **Select** button and **Select Columns**.
5. On the Layout tab, in the Cell Size group, click the **down arrow** in the Width box until it reads **.9"**.
6. Select the **Company** column and change the width to **1.5"**.
7. Select the **Date of Placement** column and change the width to **1.3"**. Click in the table to deselect.
8. On the Design tab, in the Table Style Options group, click the **Header Row** check box and **Banded Rows** check box to turn on. Place your insertion point within the table.
9. On the Design tab, in the Table Styles group, select the **Medium Shading 1 - Accent 1** style in the ninth column, second row in the Built-In gallery.
10. Select the Last column in the table.
11. On the Layout tab, in the Data group, click the **Sort** button. Under the *My list has* section, select Header Row. In the Sort dialog box, click **OK**. This will sort the column by date.
12. The table is selected. On the Layout tab, in the Table group, click the **Properties** button.
13. In the Table Properties dialog box, click **Center** alignment in the Table tab and click **OK**.
14. Select the header row.
15. On the Layout tab, in the Alignment group, click **Align Center**.
16. **SAVE** the document as **placements_table** in the lesson folder on your USB flash drive, then **CLOSE** the file.

LEAVE Word open for the next project.

Project 6-2: Quarterly Sales Data

Create a table showing the quarterly sales for Coho Vineyard.

GET READY. LAUNCH Word if it is not already running.

1. Create a new blank document.
2. On the Insert tab, in the Tables group, click the **Table** button. Drag to create a table that has 5 columns and 6 rows.
3. Enter the following data in the table as shown:

20XX				
	<i>First Quarter</i>	<i>Second Quarter</i>	<i>Third Quarter</i>	<i>Fourth Quarter</i>
Mark Hanson	19,098	25,890	39,088	28,789
Terry Adams	21,890	19,567	32,811	31,562
Max Benson	39,400	35,021	19,789	21,349
Cathan Cook	34,319	27,437	28,936	19,034

4. Select the first row. On the Layout tab, in the Merge group, click the **Merge Cells** button.
5. With the row still selected, center the title by clicking the **Align Center** button in the Alignment group on the Layout tab.
6. On the Design tab, in the Table Styles Options group, click the **Banded Columns** check box to turn on. The Header Row, First Column, and Banded Rows options should be turned on already.
7. On the Design tab, in the Table Styles gallery, click the **More** button to display the gallery. On the seventh column, choose the orange **Dark List - Accent 6**.
8. **SAVE** the document as **quarterly_sales** in the lesson folder on your USB flash drive.
9. On the Layout tab, click the **Select** button in the Table group, and then choose **Select Table** from the drop-down menu.
10. In the Data group, select **Convert to Text**, then select the **Tabs** section.
11. **SAVE** the document as **quarterly_sales2** in the lesson folder on your USB flash drive, then **CLOSE** the file.

LEAVE Word open for the next project.

Proficiency Assessment

Project 6-3: Sales Table

Ms. Archer asks you to create a sales table including data from the past two years. She can use this table to set goals and project future income.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** **sales** from the data files for this lesson.
2. Select the columns headings containing the months and change the text direction for all the months so that they begin at the bottom of the column and extend to the top.
3. Increase the row height of the row containing the months to **0.9** inches so that the text all fits on one line.
4. Use the **AutoFit Contents** for the selected months.
5. Select the last row and Delete.
6. Make sure the Header Row, Banded Columns, and First Column Table Style Options are the only ones turned on.
7. Merge all the cells in the first row and center the heading.
8. Merge all the cells in the second row and center the subheading.
9. Choose the **Medium Shading 2 - Accent 2** Table Style format.
10. Center the table horizontally in the Tables Properties dialog box.
11. **SAVE** the document as **sales_table** in the lesson folder on your USB flash drive, then **CLOSE** the file. **Leave** Word open for the next project.

Project 6-4: Client Contact Table

Ms. Archer needs you to create a quick contact list.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** **client_table_2** from the data files for this lesson.
2. Delete the last four columns: Number of Current Open Positions, Position Title, Date Posted, and Notes.
3. Change the page orientation to **Portrait**.
4. Change the width of the Company Name column to **1.9** inches.
5. Delete the Total row and turn off the Total Row option in Table Styles Options.



The **sales** file for this lesson is available on the book companion website or in WileyPLUS.



The **client_table_2** file for this lesson is available on the book companion website or in WileyPLUS.

6. Change the style to the **purple Light List –Accent 4** style.
7. Center the table horizontally on the page.
8. Change the alignment for the first row to **Align Center**.
9. Change the header row height to **0.4** inches.
10. **SAVE** the document as **new_client_table** in the lesson folder on your USB flash drive, then **CLOSE** the file.


LEAVE Word open for the next project.

Mastery Assessment

Project 6-5: Quarterly Sales Table Update

The Coho Winery's Quarterly Sales Table includes some formatting mistakes. Find and correct the four problems within this document.

GET READY. LAUNCH Word if it is not already running.

 The **problem** file for this lesson is available on the book companion website or in WileyPLUS.


1. **OPEN** **problem** from the data files for this lesson.
2. Find and correct four errors in the table.
3. **SAVE** the document as **fixed_quarterly_sales** in the lesson folder on your USB flash drive, then **CLOSE** the file.

LEAVE Word open for the next project.

Project 6-6: Soccer Team Roster

As coach of your child's soccer team, you need to distribute a roster to all of your players with contact information, uniform numbers, and assigned snack responsibilities. You received a rough list from the league and you would like to convert it to table form. You haven't converted text to a table before, but you're confident you can do it.

GET READY. LAUNCH Word if it is not already running.

 The **soccer_team** file for this lesson is available on the book companion website or in WileyPLUS.

1. **OPEN** **soccer_team** from the data files for this lesson.
2. Select all the text.
3. On the Insert tab, in the Tables group, click the **Table** button. Select **Convert Text to Table** from the menu.
4. In the ConvertText to Table dialog box, key **4** in the Number of columns box. Click the **Commas** button under the SeparateText At section and click **OK**.
5. Use what you learned in this lesson to format the table as shown in Figure 6-20. Start by removing extra spaces or words, adjusting column widths, and aligning text. Sort the table by snack date, insert a header row with the following headings for each column (**Name**, **Uniform**, **Telephone Numbers**, **Snacks**) and choose the **Medium Grid 3 – Accent 2** Table Style.

Figure 6-20

Name	Uniform	Telephone Number	Snacks
Annette Hill	#4	806-555-0110	snack responsibility on 9/9
Brian Groth	#3	806-555-0134	snacks on 9/16
Maria Hammond	#2	806-555-0175	snacks of 9/23
Russell King	#7	806-555-0161	snacks on 9/30
Lee Oliver	#8	806-555-0154	snacks on 10/7
Chris Preston	#6	806-555-0182	snacks on 10/14
Garrett Young	#9	806-555-0192	snacks on 10/28
Dylan Miller	#1	806-555-0149	snacks on 11/4
Eric Parkinson	#5	806-555-0170	snacks on 11/11

6. **SAVE** the document as **soccer_roster** in the lesson folder on your USB flash drive, then **CLOSE** the file.

STOP. CLOSE Word.



INTERNET READY

Search the Internet for job openings that interest you. Create a table to record data about at least five positions. Include

columns for the job title, salary, location, contact person, and any other information that would help you in a job search. Use what you have learned in this chapter to format the table in an attractive way that you could easily maintain.

WorkplaceReady

CREATING TABLES

Most people working in business are familiar with the many advantages of using Excel for creating tables. What some people may not realize is that Word provides many of the same capabilities. By creating a table and performing basic calculations directly within a Word document, you can turn an ordinary word processing document into a comprehensive business illustration.

Having just completed your college education, you are excited to begin your new career with Woodgrove Bank. As a Banking Associate in the Mortgage Department, one of your main responsibilities is to produce a monthly Mortgage Status memo. This memo includes monthly information on the number of new mortgage applications, the dollar amount of each, and their current status.

Presenting this information in a table format will provide for the most appealing design. However, you also need to include a brief introductory paragraph recapping the monthly information, as well as calculations for the total dollar amount of new mortgage applications. This report should be sent out in a memo format. By using Word, you can easily meet all of your objectives in just one program.

A co-worker reminds you that Word provides several memo templates, and you decide to choose one when initially creating your document. Memo templates provide replaceable text for To, From, Subject, Date, and CC information. Below this, you can enter your monthly recap paragraph. Finally, you can use Word's Table options to create and format a table with the desired number of columns and rows.

Once the table has been created and the information has been entered into the appropriate cells, you can use Word's Table Layout and Design tools to enhance your table's appearance. Word provides many of the same capabilities you would find in Excel, such as merging cells, splitting cells, aligning text, auto-fitting text, sorting, and much more.

With so many possibilities, Word is a true all-in-one business tool.